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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

14 September 1951

108
9/15/51

DISTRIBUTION

Acting Deputy Director (Administration)
~~General Counsel~~
Director of Security
Auditor-in-Chief
Personnel Director
Comptroller
Chief, Logistics Office
Chief, General Services Office
Chief, Organization and Methods Service
Chief, Medical Staff
Director of Training
Assistant Director for Communications
* Chief of Administration, DD/P
* Special Assistant (Administration), DD/I
Chief, Project Administrative Planning Staff
Special Assistant to the DD/A (2210 E St.)

* Not present

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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

14 September 1953

- 25X1
1. Colonel White opened the meeting at 2:35 p.m. and remarked that Mr. [] had invited members of the Offices of the Deputy Director (Administration) to attend his Administration Staff meetings. Colonel White urged the Chiefs, or their Deputies, to attend these meetings.
 2. Colonel White stated that a regulation on regulations, written in the main by General Cabell, was in the process of being issued. This regulation will point out that all regulatory issuances affecting the Agency as a whole or affecting more than one Agency component will be issued as an Agency regulation and that office issuances are to be used only in connection with the internal operations of an office.
 3. Colonel White observed that good progress is being made on clearing regulations. To expedite those cases where policy is involved, he suggested that every effort should be made to solve such questions prior to coordination. This should be accomplished by means of staff studies, memoranda, etc.
 4. Colonel White announced that he had heard rumors that there was overlapping and duplication by members of the Deputy Director (Administration) Staff and that the Staff was returning papers because of small errors. Colonel White stated the responsibilities of his Staff are as follows:

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- Executive Officer
- Personnel, Training, Medical, and Security
- Logistics and General Services
- Comptroller, Finance, General Counsel, Credit Union, and Administrative Plans
- Regulations and Control
- Project Administrative Planning

These responsibilities, however, are not rigid and duplication is sometimes necessary, and, in regard to papers being returned, more are done over in this Office than are sent back.

5. Colonel White stated that the survey on excess office supplies, which resulted in a saving of approximately \$79,000, indicated too much is being ordered by the various offices and, as an illustration, pointed out that 11 unabridged dictionaries costing \$21 each are located in the Offices of the Deputy Director (Administration).

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6. Colonel White observed that frequently the Offices of the Deputy Director (Administration) are behind in meeting suspense dates. He suggested that the Offices give a realistic date that can be met rather than one which sounds good but can't be met.

25X1 7. Colonel White announced that [] is heading up a Legislative Task Force to determine what legislation is needed to improve the Agency Career Service Program. This is a big job and, in order that the deadline of 30 September 1953 be met, Colonel White urged that the Task Force members be given all possible collaboration and assistance.

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25X1 9. Colonel White announced that [] had advised that Clandestine Services Notice No. [] entitled "Training Standards," which sets up the minimum training for administrative personnel, had been coordinated with and concurred in by the interested Offices of the Deputy Director (Administration). As some of the Offices did not recollect seeing or signing off on this Notice, Colonel White requested all Offices to contact [] in regard to said notice.

25X1 10. Colonel White announced that [] had advised him that he did not believe the Career Service Boards of the Offices of the Deputy Director (Administration) were moving as fast as they should on all phases of this task. For example, Colonel White suggested getting full data on each employee under such Boards who were presently serving with the Deputy Director (Plans) and located overseas.

George Maloon stated that overseas personnel should be tabbed for date of return to ZI and replacements arranged for.

25X1 [] invited the Offices of the Deputy Director (Administration) to look over the Office of Communications records on Career Service Programs, which includes a visual method of keeping current on the status of personnel in the Office of Communications. This may be seen and inspected any Monday or Thursday.

Colonel Edwards stated he did not believe the Field was entirely familiar with the Career Service Board procedure and suggested a memorandum be sent to the Senior Representatives and the Station Chiefs on this matter. Colonel White advised this would be given consideration.

11. Colonel White announced that reviews of exit interviews on military personnel for the months of June, July, and August revealed that military personnel were not too happy, that their careers have been damaged, and that they were used on work

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not commensurate with their rank and background. Colonel White stated that, while this is only one side of the picture, the Offices of the Deputy Director (Administration) should make certain that military personnel are being used in the best possible manner, commensurate with their rank, background, and future military careers.

12. Colonel White announced that during the past few weeks the Acting Deputy Director (Administration) and the Offices of the Deputy Director (Administration) had been criticized for failure to wave a red flag when it appeared something was being done which was not in the best interest of the Agency. Colonel White stated that, while we must assist operations in every possible manner, we must also bear in mind our particular responsibility to raise questions pertaining to Government and Agency interests. Such matters should be brought to the attention of the Deputy Director (Administration) whenever deemed of appropriate significance.

13. Colonel White requested that on administrative plans everyone make sure of what they are signing off on and, if they don't agree, say so. In this connection, Colonel White pointed out that, while we don't want to be stumbling blocks and don't want to get into everybody else's business, it is most important that, if there are real questions and if we feel something is not in the best interest of the Agency, we should say so and advise the Chief, Project Administrative Planning Staff, or the Acting Deputy Director (Administration).

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14. Colonel White announced that [] is undertaking a survey of proprietary projects and that this survey is to be completed prior to 15 October 1953. Colonel White urged the Offices of the Deputy Director (Administration) to give [] every possible assistance. Colonel White reiterated once again to bear in mind that, while we are not policemen, it is our responsibility to raise the red flag whenever we believe it necessary.

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15. The meeting was adjourned at 3:45 p.m.